

Second Vice President for Student Activities (revised April 2023)

Job Summary: *Coordinates sites, dates, and festival chairpersons for student activities. Member of the Executive Board.*

Essential Functions:

1. Responsible for and enforces PPMTA Student Activity guidelines as set forth in the PPMTA Handbook. Updates Student Activities section of the PPMTA Handbook annually or as needed. **(March-April)**
2. Oversee Festival Chairs (Fall Festival/Competitive Festival/Non-Competitive Festival), calls meetings when necessary, and is available for guidance and support. **(As needed)**
3. Request Treasurer approved copies of festival reports and recital programs (digital is preferred) from Festival Chairs. Sample report form can be found in PPMTA google drive. Files all reports and recital programs in PPMTA google drive. **(Usually in November, February and/or March)**
4. Report to the board and membership on the status of Student Activity events.
5. Ensure dates and venues for next year's student activities are scheduled, coordinating such with Festival Chairpersons, Webmaster, Publicity, and the President. Ensures that any subsequent changes are brought to our teachers' attention. **(February – before the March Townhall meeting)**
6. Co-ordinate with PPMTA President to appoint Festival Chairpersons. (March – May.
7. Forward electronic copies of festival programs and any other historical information to the Secretary for archival. **(by May 1st)**
8. Forward year-end report to President. Include a summary of data in festival reports. **(by April 15th)**
9. Forward electronic copies of festival programs to the CSMTA VP Student Activities at year-end along with a student activity report. **(by May 1st)**

Important Information:

1. PPMTA has a google drive with all documents and forms needed for this position. Copies of reports and programs can be filed here:
pikespeakmta@gmail.com
PW: ppmta2018
2. Venues used for events:
Graner Music Recital Hall (Fall, Spring and Competitive Festivals)
Owner: Charlotte Baker Contact person: Chelsie in Sheet Music

Bethel Lutheran Church (two venues needed for the Competitive Festival)
Pastor Dan Lahman pastordan@bethellutheran.net
Note: A certificate/proof of insurance is needed from MTNA to use this venue.

Below is the link to the MTNA General Liability Insurance page. Once you click on the link below, scroll down to the bottom of the page and in the gray box on the left side is the link to fill out the online request form. If you are not already logged in to your account, you will be prompted to do so as this is a member only benefit.

https://www.mtna.org/MTNA/Connect/Affiliate_Services/General_Liability_Insurance/MTNA/Connect/Affiliate_Services/General_Liability_Insurance.aspx?hkey=8d5fd1e1-42f1-48a8-9fad-04e5451aa233

Other responsibilities:

1. When necessary, assist Festival Chairs in the following needs:
 - Update sonatina or other required music lists, as necessary.
 - Coordinate with the Online Registrar regarding required festival entry information.
 - See that copyright rules are followed.
 - Make sure that teachers and students are aware of good performance etiquette.
 - Properly handle Video/Photo Releases.
 - Understand the MTNA Code of Ethics.
2. Supply Festival Chairs with festival file/activity checklists (forms in google drive) or other assistance such as making sure that computer support is available, and judges are obtained in a timely fashion.
3. Ensure reports are completed following each festival. This includes the following: Income/expenses, numbers of students/teachers involved, program copies or schedules as applicable, comments and suggestions, and any other pertinent information. This document information is reported to the board the month following each event.
4. Ensure festival chairs sends a thank you to the venue and honorarium if needed.
5. Collect written recital programs (or digital copies) that give the composition title and composer for all student performances at the local association. Ensures all festival programs state: "PPMTA is a 501(c)(3) nonprofit organization, which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association" in order to comply with MTNA and ASCAP rules. (Blank recital form in google drive folder)
6. Oversee Special PPMTA Events Chairs, which includes anyone acting in the capacity as chair for an event, assuring reports are completed and guidelines are followed. This includes such positions as:
 - PPMTA Concerto Chair
 - Monthly Conjoined Recital Coordinator
 - Other student activities one-time events chairs
7. Coordinate, as necessary, with PPMTA Community Outreach Specialist and PPMTA Funding Development Specialist when duties interact.
8. Preside over meetings in the absence of the President & Vice President for Programs.